

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES 8.17.22

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412

Time: 7: 08 PM meeting called to order

Board Members Present: Melinda Cummings, Renae Harris, Kate Medero, Jill Davenport, Nicole Smith, Jeremy Linqvist, Pamela Thigpen, Michael Davenport, Whitney Wilson and Miranda Brothers via zoom

Not in attendance: Eric Jelinski, Miranda Brothers

Staff in attendance: Alicia Rheel, Carrie Dworshak, Brian Corrigan

Guest: none

Jeremy Linqvist started the meeting by reading the Mission Statement:

IMS MISSION STATEMENT

The mission of Island Montessori Charter School is to enable children of diverse backgrounds to learn and grow at their own pace by offering a developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

2 Minute Visitor Comments:

No visitors in attendance

FSA update from Alicia:

Alicia Rheel let us know that the FSA will be buying all the staff a piece of spirit. FSA is working on the teacher grants to get those out in the beginning. There will be foam truck and donut bus at the beginning of the year school kickoff and it will also be the official end of the silent auction.

Meeting Agenda:

Jill Davenport made a motion to approve the agenda. Kate Medero seconded the motion. Vote held and passed unanimously.

Previous Minutes:

Jill Davenport made a motion to approve the July meeting minutes with the suggested edits from Melinda Cummings. Michael Davenport seconded the motion. Vote was held and passed unanimously.

Covid/mask policy update:

State has phased out the school toolkit and the covid mask policy voting requirement has also been removed.

Communications Director Update (Blair):

Blair is getting service learning up and going and will have a table at the school open house for more info for the families.

Diversity committee: No update for this month

Fundraising Update: None

Academic Update (Alicia gave update tonight):

Alicia does not have an additional report tonight.

HOS Report (Alicia Rheel):

The following information is provided to the Board of Directors:

Enrollment

Grade Level	Active Enrollment
Kindergarten	27
1 st Grade	25
2 nd Grade	25
3 rd Grade	24
4 th Grade	24
5 th Grade	24
6 th Grade	24
7 th Grade	22
8 th Grade	22
Total	217

Student Discipline Report

School Discipline Goal: Make all consequences a learning moment!

Month	In School Suspension # students / # days	Out of School Suspension # students / # days	Incident reports to office Major/minor
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			

Important Dates:

- August 16th - Staff Return to work
- August 27th - Family and Staff Appreciation Event
- August 25th - Open House
- August 29th - First day of School

Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. Academic Achievement

Goals for the 2022/2023 School Year

- Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations
- Create and set expectations for collaboration amongst team levels (vertical planning)
- Define and strengthen core reading for all grade levels to align with Montessori and State standards.
- Strengthen all aspects of math, specifically for staff and students in Upper Elementary and Middle School
- Improve school-wide MTSS process around progress monitoring, observations, and quantifiable data.

2. Mission-Based Program and School Improvement Initiatives Updates

- Staff will be participating in lesson studies next week. Each teacher will present a lesson, groups will observe and share thoughts.
- Year-long calendar of events is being finalized to share with families and staff.

3. COVID Update

- The state has removed the requirements of the School Toolkit
- Also there is no longer a need to vote monthly on mask wearing.
- Created a brief overview for staff and families for this upcoming year regarding positivity, quarantining, and masking

4. Communications Update

- Blair is getting service learning up and going and will have a table at the school open house for more info for the families.

5. Marketing Update

- *Planning marketing pamphlet to be mailed out to prospective parents.*

6. Facility Update

- Storm damage
 - ac units

- phone lines
- printer and copier machines
- internet connections
- cameras and front door access
- John is working to replace the fascia in the front of the building and UE building.
- Maintenance crew is laying new mulch and preparing for student return to school

7. Compliance Reporting

- All required reports are being submitted
- Audit visit was August 8th. Waiting for further information needed from the auditor.

8. HR/Policies & Procedures Update

- [calendar creation](#) of policy reviews, updates, and committees
- dress code

9. Professional Development

- AMI course began in August - will be complete mid-October
- Staff will be trained in CPI - verbal intervention training prior to school starting
- Lisa(LE), Sally(CS), Samara (CS), and Kelly have begun taking Montessori Reading Intervention training. Required materials have been ordered. Books are beautiful. Staff seems to be liking the training.

10. Strategic Plan Update

- Preparations for data collections, meetings, and rewrites are being planned. A timeline is a next step.

11. IT Update

- John has been working to restore internet connections, phones, and cameras
- Set up emails for new staff

12. EC Update

- **Current headcount is 41. This includes new students enrolling in our school next year.**

13. Nutrition/Lunch Program Update

- Brittany is finalizing vendors and getting the program set for the upcoming school year.

14. After School Program Update

- Alphabest addendum has been signed. They will be at the open house to offer sign-ups for families.

Financial Report (Treasurer's Report – Kate Medero):

August Bank numbers:

\$473,322.18 Main Bank Account

\$253,983.26 Live Oak Bank
\$156,223.79 NBKC

\$6147/per student funding from the state. Almost \$300 more per kid than last year. County didn't change the amount they give to the school per student which is staying at \$3400.
There is still one position for staff open and it is budgeted into the revised budget.

OLD BUSINESS/NEW BUSINESS:

Old Business:

Brian Corrigan is waiting on engineering and mechanical drawings for the multipurpose building before construction can begin.

New Business:

Melinda Cummings gave a shout out to Kate Medero for taking on the role of Treasurer and has done a lot of work getting on the silent auction items donated and the online platform put together, it is awesome.

Important date for Board members is September 23th from 8:30-4pm the board all day workshop/training. Location TBD. Melinda will send more info on that soon.

Melinda Cummings reminded everyone to check their Bio's on the website and send Blair any updates or changes.

Jill Davenport made a motion to move into closed session. Jeremy Linquist seconded the motion. Vote was held and unanimously approved. Moved into closed session at 7:39pm.

Board came out of closed session at 7:46pm.

Jill Davenport made a motion to approve the three new hires presented in closed session and Kate Medero seconded the motion. Vote was held and passed unanimously.

Jeremy Linquist made a motion to adjourn the meeting, seconded by Melinda Cummings. Vote was held and unanimously approved. Meeting was adjourned at 7:47pm.

REMINDERS:

- Next Executive meeting is Thursday, September 15th at 10:00 a.m. via Zoom
- Next Meeting – Wednesday, September 21st at 7:00 p.m